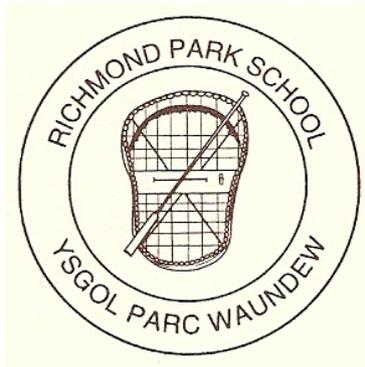


RICHMOND PARK PRIMARY SCHOOL

Ysgol Parc Waundew



ACCEPTABLE USE POLICY

Date of Policy	23rd February 2016
Date to be Reviewed:	November 2018
Approved at Governor's Meeting Dated:	10 11 16
Signed by Chair of Governors:	

This policy covers the acceptable use of IT by staff, volunteers and pupils.

1. Staff and Volunteers

Child Safeguarding Statement

Staff need to ensure that there may be issues relating to a child's behaviour as a result of child protection issues. Where staff have any concerns of this nature, the agreed steps outlined in the school's 'Child Protection Policy' should be followed.

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that staff are protected from potential risk in their use of ICT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to ICT to enhance their work, to enhance learning opportunities for students / pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users. I recognise the value of the use of ICT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school/LEA will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of school ICT systems (eg laptops, email, VLE etc) out of school.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Safeguarding Team at Richmond Park School.

I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner. I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission. Images or videos should not be taken on non-school or personal equipment. Where these images are published (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.

- I will only use chat and social networking sites in school for personal use. Information shared should never compromise the school's duty to provide the highest possible standard of education or bring the school's reputation into disrepute. Staff who have genuine concerns about any school matter should follow school current guidelines and policies e.g whistle-blowing to resolve issues and not networking sites. Staff should report all contacts through networking sites which may concern them to the Headteacher or Safeguarding Team. Examples may include: child below 13 on facebook requesting to be a friend or inappropriate comments by a parent directed to themselves.
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school: Where permission needs to be sought please see the headteacher.

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices, tablets etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. This includes downloading photographs on school computers. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not use personal email addresses on the school ICT systems for pupils personal data.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School / LA Personal Data Policy.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

When using the internet in my professional capacity or for school sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and / or the Local Authority and in the event of illegal activities the involvement of the police.

2. Pupils

Richmond Park Primary School is committed to safeguarding and promoting the welfare of children. All pupils use computer facilities including Internet access as an essential part of learning, as required by the national curriculum, therefore, gaining pupils' and parents' agreement to e-safety rules is important.

This is to be obtained once a year at the same time as checking home and emergency contact details. To ensure clarity, the e-safety rules appropriate to the age of the pupil will be included with the letter to parents.

A list of pupils whose parents have not consented for Web publication of works and photographs and for internet access will be uploaded by the school administrator on the Teacher Centre system for staff to refer to when appropriate.

Foundation Phase

Think then Click

These rules help us to stay safe on the Internet

	We only use the internet when an adult is with us	
	We can click on the buttons or links when we know what they do.	
	We can search the Internet with an adult.	
	We always ask if we get lost on the Internet.	
	We can send and open emails together.	
	We can write polite and friendly emails to people that we know.	

Key Stage 2

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use apps websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails and attachments that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not share passwords with other people
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

Richmond Park Primary School e-Safety Rules

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet – unless found to be negligent. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school secretary

Please sign below to acknowledge that you have read, understood and will comply with the school's Acceptable Use Policy 2016.

Helen	Adams	
Pamela	Anthony	
Melanie	Clarke	
Denise	Comey-Jones	
Daniel	Cooper	
Helen Wyn	Davies	
Nicola	Davies	
Valerie	Davies	
Virginia	Davies	
Pat	Evans	
Hayley	Fish	
Rhian	Griffiths	
Rosie	Griffiths	
Sarah	Heckler	
Lorna	Hosken-Thomas	
Nathan	Howells	
Bethan	Jenkins	
Linda	Jenkins	
Angela	Lake-James	
Nick	Macey	
Hayley	Morris	
Amanda	Nicholas	
Geraldine	Phillips	
Alice	Price	
Lowri	Rees	
Gwen	Rees-Jones	
Nerys	Rees-Sherriff	
Carolyn	Smith	
Catrin	Smith	
Matthew	Stonham	
Carol	Tipping	
Donna	Williams	
Ieuan	Williams	